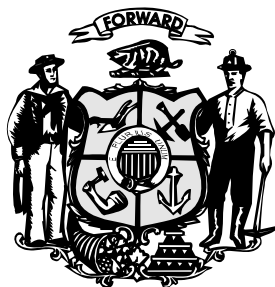


STATE OF WISCONSIN
Public Records Board

SCOTT WALKER
GOVERNOR

Georgia Thompson
Executive Secretary



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Minutes - Public Records Board - Records Management Committee Meeting
Tuesday, April 15, 2014; 1:00 - 4:00 PM
Legislative Audit Bureau Conference Room

Committee Members Present: Mary Burke, Helmut Knies, Bryan Naab

1) **Call to order:** 1:30 PM

2) **Approval of Minutes:** The minutes from February 6, 2014 were approved as submitted. Mary Burke/Helmut Knies

3) **RDA Review:** There was discussion on the many RDA submissions from both state agencies and local governments. Some will be sent back to the submitting party with guidance and suggestions from committee members regarding clarifications or amendments.

The submissions this quarter included a renewal of the Fleet and Aircraft Management General Schedule. The General Schedule was reviewed and updated by an inter-agency committee of subject matter experts. There were a few clarifications and minor amendments requested. These will be addressed before the Board meeting on May 12, 2014 at which time it will be presented for approval.

- 4) **GS Update:** Georgia Thompson gave the General Schedules currently being developed or updated. She noted that a committee has been formed to create a standardized template for all General Schedule prefaces and to review the Introduction to General Schedules for updating.
- a) **Legal:** The new General Schedule (GS) was presented to the Administrative Officers Council (AOC) on April 9, 2014 with comments due on April 22, 2014. The GS should be ready for submission during the third quarter review cycle.
 - b) **Information Technology:** The GS renewal will be presented to the IT Directors Council on May 7, 2014 and the AOC in June or July. It should be ready for submission during the fourth quarter review cycle.

5) **Other Business:**

- a) **RDA Amendments:** Georgia Thompson reviewed the revisions that were suggested at the March 3, 2014 Board meeting. The revised document will be presented to the Board at their May 15, 2014 meeting for approval.
- b) **System Glossary:** The Committee did not have sufficient time to review the documents presented during the meeting so the item was tabled until the July 15, 2014 meeting.
- c) **Guidance for Managing Web Records:** The document was presented to the AOC on March 12, 2014 with comments due April 11, 2014. The IT Directors Council had no comments.

Meeting adjourned at 4:24 PM.
Next meeting: July 15, 2014.